



Standard Administrative Procedure (SAP)

33.99.08.L0.01 Procedures for Student Employment Hiring

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Procedure Statement and Reason for Procedure

The purpose of this SAP is to designate the Office of Financial Aid (OFA) as the office responsible for the oversight of the Student Employment Program (SEP) at Texas A&M International University (TAMIU). Responsibilities includes hiring all student employee positions, developing and communicating student employment requirements, outlining responsibilities of OFA and hiring departments, summarizing work study (WS) program requirements, and ensuring student employees understand their right to file a grievance/appeal.

Procedures and Responsibilities

1. GENERAL

- 1.1 General administration of student employment within TAMIU is the responsibility of OFA. OFA shall serve as the main department/unit for student employees at TAMIU in coordination with the Office of Career Services (CS), the Office of Human Resources (HR), and the Office of Budget, Payroll, and Fiscal Analysis (BPFA). If a student is interested in employment at TAMIU, it is up to the student to apply for the position(s) of interest. The provisions of this SAP do not apply to the following positions:
- a) graduate assistant teaching or non-teaching positions
 - b) graduate assistant research positions
 - c) non-student employment positions that are processed through HR
 - d) contract positions

2. EMPLOYMENT PROVISIONS

- 2.1 Student employees are prohibited from working during their regularly scheduled class time(s) even if the class is cancelled for the day.
- 2.2 Student Employees (Non-Work Study) do not need to be enrolled during the summer to maintain employment, as long as they are pre-registered for the following Fall semester and sign a letter of intent promising to meet registration requirements for the upcoming Fall semester.
- 2.3 International student employees will be offered employment in accordance with Texas A&M University System (System) policy and federal regulations. Federal regulations related to student employment are complex and may change frequently. Hiring departments should consult with OFA, the Office of International Engagement, and HR for current requirements and regulations pertaining to the hiring of international students.

3. ELIGIBILITY CRITERIA

The TAMU SEP has the right to discontinue employment if the student employee does not meet and/or maintain the registration and/or grade point average (GPA) requirements as follows.

- 3.1 Student Employee (Non-Work Study) Positions
 - a) Student must be enrolled at least half-time – that is, 6 semester credit hours (SCH) for undergraduate students and 3 SCH for graduate students – during the Fall and Spring semesters in a degree-granting course of study. A student may be exempted from the enrollment requirement if the student is in the final semester of study (i.e., semester of graduation) and demonstrates completion of graduation requirements.
 - b) Student must be a U.S. citizen, an eligible non-citizen (permanent U.S. resident with a Permanent Resident Card I-551), or an international student. Border commuters who are Mexican or Canadian citizens who reside outside the United States but who regularly commute across a land border to study are not eligible for student employment.
 - c) International students must meet the federal immigration guidelines of 12 SCH for undergraduate students and 9 SCH for graduate students to be eligible and to maintain employment.
 - d) For employment during the Summer terms for students not enrolled in the Summer terms, the student must be enrolled for the following Fall semester. Additionally, the student must sign a letter of intent promising to meet registration requirements for the upcoming Fall semester.
 - e) Student must have and maintain an overall minimum institutional GPA of 2.0 for undergraduate students and 3.0 for graduate students.

3.2 Work Study (Need-Based) Positions

- a) Student must be enrolled at least half-time (6 SCH) during the Fall and Spring semesters in a degree-granting course of study. A student may be exempted from the enrollment requirement if the student is in the final semester of study (i.e., semester of graduation) and demonstrates completion of graduation requirements.
- b) Student must be a U.S. citizen or an eligible non-citizen (permanent U.S. resident with a Permanent Resident Card I-551).
- c) Student must demonstrate financial need by submitting a FAFSA application.
- d) Student must have and maintain an overall minimum institutional GPA of 2.0 for undergraduate students and 3.0 for graduate students.
- e) Student cannot be in “default” or “delinquent” status on any loan plan with the State or federal government.
- f) Student must have a current and complete file with OFA.
- g) Student must meet all other requirements as stated in TAMIU’s [Satisfactory Academic Progress Policy \(SAPP\)](#).

4. RESPONSIBILITIES

4.1 The Office of Financial Aid shall:

- a) Assist supervisors with the process of advertising vacancies and hiring student employees.
- b) Receive and process requests to advertise vacancies and to hire student employees.
- c) Provide supervisors with annual SEP training, which shall include information regarding TAMIU guidelines and any changes and/or updates.
- d) Provide verification of WS eligibility.
- e) Serve as a resource to students seeking part-time student employment at TAMIU.
- f) Remind the student employee and supervisor of the end date for working, as specified on the final *Workday* business process.

4.2 Hiring Departments shall:

- a) Ensure student employees hired under SEP title codes meet the definition of a student employee.
- b) Contact HR for guidance **prior** to any disciplinary action and/or termination.
- c) Promptly submit to HR letters of resignation/termination for student employees.
- d) Post job vacancies in *Handshake*.
- e) Ensure student employees **promptly** complete **all** required trainings.
- f) Supervise the student employee.
- g) Develop and establish a work schedule with the student employee and ensure the work schedule does not conflict with their class schedule.

4.3 The Office of Human Resources shall:

- a) Generate the appropriate *Workday* business process when:
 - a student employee is hired;
 - a student employee is to be promoted, transferred, or given a pay increase;
 - changes are made to a student employee's job title, department or work unit, account number, or job classification; or
 - a student employee separates from employment for any reason.
- b) Ensure the title and title code assigned to a student employment position are based on the actual job duties of the position.

5. REQUESTING NEW POSITIONS

When requesting a new student employee position, the department must:

- a) Generate a request memo for the position. The request memo must include the title of the position, justification for the position, requested pay rate in accordance with the specific position, number of anticipated work hours per week, and the department account number for funding.
- b) Obtain approval on the request memo from the appropriate department heads and BPFA, or the Office of Grants and Contracts if requesting a grant position.
- c) Email the request memo to campusjobs@tamiu.edu and submit a [SEP Personnel Requisition](#).
- d) Post the new job vacancy in [Handshake](#).

6. GRANT-FUNDED POSITIONS

- a) Prior to the student employment position being posted/advertised, the Office of Grants and Contracts will receive an email from HR or BPFA requesting approval to post the position.
- b) The Office of Grants and Contracts will verify several position parameters to ensure the position aligns with the grant budget. Parameters verified include the funding source (paying account), availability of funds, position title, hourly rate, work hours per week, beginning and ending date of position, and benefits eligibility.
- c) If the position parameters align with the grant budget, the position is approved for posting.
- d) If the position parameters do not align with the grant budget, the correct position information is provided to HR and BPFA so the posting can be adjusted as necessary.
- e) Once the position is filled, it is the responsibility of the PI (Principal Investigator) and/or department to monitor the student employee's work hours.

7. ADVERTISING

7.1 The following steps must be taken by the supervisor when advertising.

- a) Submit an [SEP Personnel Requisition](#). The requisition will route to the appropriate department head for approval, to HR for review, then to OFA for processing.
- b) In *Handshake*, create a job posting, which will generate a job number. Follow the procedures in ["How to Post a Job in Handshake"](#) available on the OFA website.

- 7.2 The following steps must be taken by OFA's Student Employment Coordinator (SEC) for advertising.
- a) Review, verify, and process the [SEP Personnel Requisition](#).
 - b) In *Handshake*, find the job posting request and match the job number with the *SEP Personnel Requisition*.
 - c) Enter the dates for advertisement (a minimum of 5 business days unless otherwise noted by the department on the *SEP Personnel Requisition*).
 - d) Approve and open the job posting to advertise.

8. HIRING

8.1 The following steps must be taken by the hiring supervisor:

- a) Review applications, select a pool of candidates to interview, and conduct interviews.
- b) Submit an electronic [Referral for Hire](#) form for all interviewed candidates, indicating who the selected candidate is and the reason for not selecting the other candidates.
- c) After receiving the email confirmation for the new student employee, log in to *Handshake* and change the application status for all non-selected candidates to "Declined."

8.2 The following steps must be taken by the Student Employee Coordinator (SEC):

- a) Review the *Referral for Hire* form.
- b) Verify that the selected candidate meets the SEP requirements using BANNER, the student information system.
- c) Print the selected candidate's student employment application from *Handshake*.
- d) In a spreadsheet, document all items received with the date received and name of candidate selected.
- e) Request a criminal background check through HR using the shared file in Laserfiche.
- f) Once the criminal background check clearance is received from HR, offer the job to the student via their Dusty email account.
- g) Once the student accepts the job offer and signs the [Student Employment Program Requirements Contract](#), send an email notification to the hiring supervisor and email a copy to HR with a copy with the student employment application, with the orientation start date and time. The supervisor will then need to log in to *Handshake* to update the application status for all applications not selected for the role/position.

9. PAY AND BENEFITS

9.1 All student employees will be paid in accordance with the Student Employment Pay Scale available on the [OFA webpage](#) under the CAMPUS JOBS tab.

9.2 Student employees do not qualify for vacation, sick leave, emergency leave, or holiday pay nor are they eligible for group insurance benefits unless they work the required number of hours. Student employees are covered under the provisions of Workers' Compensation Insurance and Social Security. Payroll deductions for Social Security and taxes will be made by BPPFA as appropriate.

10. WORK STUDY (WS)

- 10.1 Students who have met eligibility criteria may be awarded Federal College WS or State College WS funding as part of a financial aid package by OFA.
- 10.2 WS students may not exceed their cost of attendance budget with their WS allocation.

11. GRIEVANCES OR APPEALS

- 11.1 TAMIU student employees have the right to file a grievance regarding complaints, disagreements, or differences with their supervisor and/or co-workers. Student employees also have the right to appeal employment-related decisions. Such grievances or appeals must be filed in accordance with [System Regulation 32.01.02, *Complaint and Appeal Process for Non-faculty Employees*](#).
- 11.2 TAMIU student employees who experience, observe, or are informed of alleged or suspected discrimination, sexual harassment, and/or retaliation are responsible for reporting that information in accordance with [System Regulation 08.01.01, *Civil Rights Complaints*](#).
- 11.3 Student employees may seek direction from HR or OFA regarding the grievance and appeal processes.

Related Statutes, Policies, Regulations, or Rules

[System Regulation 33.99.08, *Student Employment*](#)

Definitions

Student Employee – A student who is enrolled at TAMIU, working part-time for TAMIU on or off campus, and is hired for a student employment position through OFA under the student employment title codes established by HR.

Student Employee (Non-Work Study) – The student must meet SEP eligibility requirements. The hiring department pays 100% of the student’s wages plus applicable fringe benefits (FICA, Workers’ Compensation, Unemployment Insurance, etc.)

Work Study (Need-Based) – The student must meet federal/state requirements and TAMIU’s [Satisfactory Academic Progress Policy \(SAPP\)](#) to participate in Work Study programs. After selection, the student is awarded a Federal College WS or State College WS position through OFA. The student’s salary plus applicable fringe benefits (FICA, Workers’ Compensation, Unemployment Insurance, etc.) are funded through a combination of federal and institutional funding or state and institutional funding. A student employed as a WS is classified as such, as long as WS funds are being utilized.

Contact Office

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